U.S. General Services Administration

Office of Government-wide Policy

Motor Vehicle Policy

Conducting and Documenting VAM Studies

What is Vehicle Allocation Methodology?

- Vehicle Allocation Methodology (VAM) is the planning process used by Federal fleet managers to obtain their **Optimum Fleet Inventory**

- VAM is a forward looking process to estimate agency fleet inventories and budget needs several years into the future based on the outcome of the most recent fleet survey

- Through VAM planning, unnecessary or non-essential vehicles, new vehicle needs, acquisition of the most efficient vehicles meeting the mission requirement, as well as AFV and ZEV mandated vehicles are planned for in terms of both fiscal year acquisition and budgeting. These plans are reported in your FAST data reporting.

What Requires a VAM?

- Federal Management Regulation (FMR) 102-34.50 requires that executive agencies must establish and document a structured vehicle allocation methodology (VAM) to determine the appropriate size, number, and types of motor vehicles.

What Requires VAM Reporting?

- FMR102-34.340:

  You must have a fleet management information system at the department or agency level that—

  (a) Identifies and collects accurate inventory, cost, and use data that covers the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal); and

  (b) Provides the information necessary to satisfy both internal and external reporting requirements, including:

  (1) Cost per mile;

  (2) Fuel costs for each motor vehicle; and

  (3) Data required for FAST.

- FMR102-34.335:

  Annually, agencies must submit to GSA the information needed … through the FAST.

What About FMR Bulletin B-30?

- This workshop mirrors the contents of a new draft VAM bulletin that, when approved and published, will replace the VAM guidance contained in FMR Bulletin B-30, "Vehicle Allocation Methodology for Agency Fleets".

- FMR Bulletin B-30 will then be cancelled.

What Can I Expect In This Workshop?

- This workshop provides guidance to agencies on conducting and documenting VAM studies to determine the optimal fleet inventory to meet the agency's mission requirements and identify resources necessary to operate those fleets effectively and efficiently.

- The VAM process assists agencies in complying with FMR 102-34, eliminate unnecessary or non-essential vehicles from an agency's fleet inventory, and promote the cost-effectiveness of maintaining the agency's fleet throughout the lifecycle.

What Can I Expect In This Workshop?

The expected outcome of implementing this workshop guidance is:

The identification of an optimal fleet using the VAM process, whose inventory shall reduce overall greenhouse gas (GHG) emissions by using a combination of vehicle reductions, vehicle size reductions, mileage reductions, and energy efficiency and alternative fuel capability improvements.

So, How do I determine my optimal fleet using the VAM process?....

Optimal Fleet is Obtained Through a VAM

VAM is a Process

Develop Utilization Criteria

Utilization criteria are the measures used to justify a vehicle in your fleet.

- The criteria may be identical across your fleet, may differ from bureau to bureau, or may differ from location to location within your agency.
- It can be expressed in miles traveled, hours in use, trips per day or week, number of passengers transported or any other measurements of vehicle use within your agency fleet.
- These criteria must be specific, objective thresholds that lead to the most efficient vehicles meeting mission needs.
- The purpose of utilization criteria is to provide a measure of vehicle utilization in order to identify those vehicles that are potentially underutilized or unnecessary.

Utilization Criteria Examples

a) Historical/expected miles traveled
b) Hours of use
c) Trips per day, week, or month
d) Number of passengers or amount of cargo regularly transported
e) Operating terrain (on road, off-road, congested areas, etc)
f) Climate
g) Vehicle age and condition
h) Vehicle down time
i) Required response times
j) Seasonal use requirements
k) Mission criticality

Conduct a VAM Study

- Conduct a VAM study for each vehicle in your fleet at least every five (5) years.
- The study results should be sufficient to identify unnecessary vehicles, identify vehicles that do not match mission or location requirements, ensure that optional vehicle features (such as 4-wheel drive) are necessary, and identify opportunities for vehicle sharing.
- The study should also seek to identify new vehicle needs.

Need a sample VAM Study Questionnaire? Just ask.

Vehicle.Policy@GSA.Gov

Identify Critical Mission Vehicles

- During the study, determine and document if any missions have a criticality that requires vehicle retention no matter what the utilization.
- Example: Continuity of Operations and emergency response vehicles.

Determine the Optimal Fleet Profile (Inventory)

- Based on the VAM study, your agency should produce a profile of your optimal fleet, which summarizes the numbers and most appropriate types of vehicles required to meet mission requirements, and produces optimal compliance with relevant mandates (alternative fuel, GHG emissions, ZEV, telematics, ALD tracking, etc.).

- The optimal fleet profile is the agency's target fleet inventory, toward which progress is measured.

Acquire and Dispose of Vehicles to Achieve the Optimum Fleet Inventory

- Develop and execute your agency VAM implementation strategy, the agency plan toward obtaining the optimum fleet profile.
- Through the VAM process, unnecessary or non-essential vehicles, new vehicle needs, acquisition of the most efficient vehicles meeting the mission requirement, as well as AFV and ZEV mandated vehicles are planned for in terms of both fiscal year acquisition and budgeting.

Acquire and Dispose of Vehicles to Achieve the Optimum Fleet Inventory

- The agency VAM optimal fleet inventory should be continuously pursued with results reflected in annual FAST (Federal Automotive Statistical Tool) reporting and in the annual fleet management plan.
- VAM is a forward looking process to estimate agency fleet inventories and budget needs several years into the future based on the outcome of the most recent VAM study.

How are VAM Plans and Results Reported?

- Once the agency VAM study is complete, the VAM Optimal Fleet Profile (a listing of what the agency's fleet inventory will be once the optimal fleet is achieved) is input by an Excel spreadsheet to FAST.
- The profile is uploaded once per VAM study cycle (typically every five years) but can be updated as often as needed during the VAM study cycle.
- Actual agency FAST results are compared to, and progress measured against, the agency's VAM Optimal Fleet Profile.

How are VAM Plans and Results Reported?

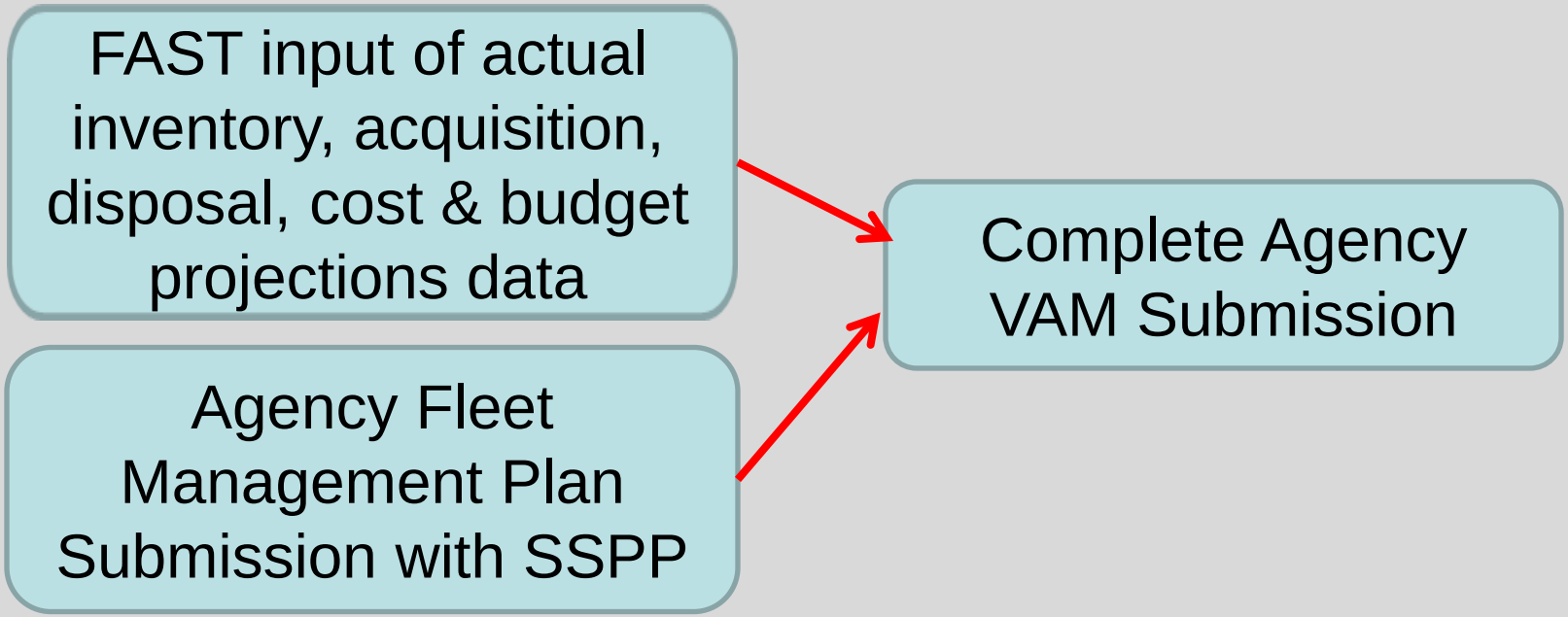
	VEHICLE TYPE [1]	Gasoline	Diesel	Gasoline Hybrid	Diesel Hybrid	Gasoline LGHG (see Note)	Diesel LGHG (see Note)	Gasoline Plug-in Hybrid	Compressed Natural Gas	E-85	Electric	Hydrogen	Liquefied Natural Gas	Liquefied Petroleum Gas	Grand Total
PASSENGER	LSEV														
	Subcompact or smaller														
	Compact														
	Midsize														
	Large														
	Limousine														
	Subtotal														
OTHER PASS	Light Duty SUV														
	Medium Duty SUV														
	Light Duty Passenger Van														
	Medium Duty Passenger Van														
	Subtotal														
TRUCK	Light Truck 4X2														
	Light Truck 4X4														
	Medium Truck														
	Heavy Truck														
	Subtotal														
OTHER	Ambulance														
	Bus														
	Subtotal														
	TOTAL ALL TYPES														

How are VAM Plans and Results Reported?

- Actual fleet inventories, as well as planned out-year inventories, are reported through annual Federal Automotive Statistical Tool (FAST) vehicle data reporting.
- Discrepancies should be noted in the agency annual Fleet Management Plan (FMP). The FMP provides each agency the opportunity to discuss inventory results not matching the VAM optimal fleet profile.
- The FMP template is posted on the FAST website. Specific instructions on FAST submissions will be communicated to agencies annually.
- The FMP is now an appendix to the agency's Strategic Sustainability Performance Plan submission.

What is VAM Reporting?

Agencies make two submissions to complete annual VAM reporting



In addition, the agency's VAM Optimal Fleet Profile is uploaded to FAST once per VAM cycle and updated as necessary.

Office of Government-wide Policy's Role

- The GSA Office of Government-wide Policy (OGP) oversees fleet data collection.
- FMPs are reviewed for completeness and content.
- The results are discussed at Motor Vehicle Executive Council (MVEC) and Fedfleet interagency meetings.
- Agency inventories, cost, mileage, and fuel use are published in the Annual Fleet Report and available to the public.

Achieving The Optimal Fleet Requires a Lot Of Work

But you're <u>not alone</u>…

You've Got Motor Vehicle Policy Questions?

We've Got Answers

Vehicle.Policy@GSA.Gov

VAM Study Example

Agencies should consider the following vehicle user survey questions when developing their agency study:

a) What tasks do you accomplish with the vehicle? Describe how those tasks support the agency's mission.

b) Does this vehicle meet the agency’s minimum utilization standard?

c) How important is the vehicle to accomplishing the mission? Describe critical need to the mission.

d) Are there non-vehicle alternatives to accomplishing the mission? Can the work be done via alternatives to owning or leasing a vehicle such as shuttle bus services, motor pool vehicles, sharing vehicles with other offices/agencies, public transportation, or short term rentals when needed, etc.?

e) How many people will be transported per trip on a regular basis and how much and what type of cargo will the vehicle haul on a regular basis?

VAM Study Example

Agencies should consider the following vehicle user survey questions when developing their agency study:

f) Is the vehicle shared with other employees, other agency organizations, or even other agencies?

g) Is there access to alternative fuel within 5 miles or 15 minutes of the vehicle's garaged location, and if so, can this vehicle utilize it?

h) What type of driving conditions will the vehicle routinely be driven in (exclusively on campus setting, city, highway, off road, mostly unpaved road, harsh weather, emergency response, etc.)?

i) What special equipment is this vehicle equipped with and what justifies it (terrain, weather, mission, load, etc.)? If the special equipment is not justified, can it be omitted the next time this vehicle is replaced?

VAM Study Example

Agencies should consider the following vehicle user survey questions when developing their agency study:

j) Does this vehicle contribute to increased alternative fuel use, petroleum consumption reduction and reduced emission goals for the agency? Would a different sized vehicle be better able to accomplish agency goals to lower petroleum use, increase alternative fuel use, reduce greenhouse gas emissions and still be capable of completing the mission?

k) Is this vehicle the least costly, most fuel efficient vehicle able to meet the mission requirements? if not, what would be?

l) If this is not the ideal vehicle for its current mission, what would be?